

NOTICE OF POSTING
POSTING DATE: 11/16/2015
CLOSING DATE: 11/25/2015

Recruitment of external applicants is underway concurrent with this posting.
Resumes and letters of interest can be submitted via email to employment@cambridgema.gov.
Cambridge residents are especially encouraged to apply.

**POSITION &
DEPARTMENT:
JOB CODE/POSITION #:**

Temporary Intermittent Senior Substitute
Cambridge Public Library
X426

HOURS OF WORK:

Average 10 to 15 hrs/wk (may be required to work additional hours during busy times) May include evening & Saturday hours. Shifts & total hours will vary week to week. This position is temporary working through February, 2016.

UNION AFFILIATION:

Non-Union

SUMMARY:

Performs circulation coverage for public service areas at the Main Library and all branches, as needed

DUTIES & RESPONSIBILITIES:

- Provides substitute coverage for all departments and branches of the library as needed
- Performs functions related to circulation: check-outs, check-ins, reserves, renewals, fine assessment and collection, over dues, and similar related tasks
- Assists borrowers in locating books and materials and, when necessary, refers them to other staff members
- Shelves materials and reads shelves as needed
- Performs other duties required for the good of the library

MINIMUM REQUIREMENTS:

- High school diploma or high school equivalency required. A Bachelor's degree or coursework beyond the high school level is desirable. Library experience is desirable.
- Flexibility to fill-in during scheduling emergencies and vacation periods
- Working knowledge of basic public library concepts and resources
- Ability to follow oral and written instructions accurately and thoroughly
- Ability to recognize situations that require referral to full time staff
- Tact. Patience. Maturity.

PHYSICAL DEMANDS:

Ability to stand or sit for extended periods of time to use computer workstations, including keyboard and visual display terminal. Strength to push or pull a loaded book cart which can weigh in excess of 100 pounds on level floor and up ramp, to lift or maneuver onto cart loads of up to 50 pounds, and to carry cartons of books. Must be able to pay close attention to details and concentrate on work. Sufficient clarity of speech and hearing or other communication capabilities to permit effective communication. Sufficient vision or other powers of observation to permit employee to read books and patron requests. Sufficient manual dexterity to permit the employee to type and record library files. Sufficient personal mobility and physical reflexes to permit the employee to re-shelve library materials and work at public service desks. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT:

- Works in assigned areas, including office areas, training rooms, various library locations, as necessary
- Normal office exposure to noise, stress, and interruptions

- Attends and participates in continuing educational programs designed to keep abreast of changes in profession

RATE: \$ 14.95 per hour

APPLICATION PROCEDURE: Internal applicants submit a job bidding form and **2 copies** of both your resume and letter of interest; external applicants submit both your resume and letter of interest **by 5pm** on the closing date via email to: employment@cambridgema.gov or to Personnel Dept, Room 309, City Hall, 795 Massachusetts Avenue, Cambridge MA 02139. Fax 617-349-4312.

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